

FFIS VENDOR FREQUENTLY ASKED QUESTION #3

1. What are the procedures for re-assigning Vendor Coordinator duties?

Please be aware that each REE Agency has established and correctly staffed the function of Vendor Coordinator for their respective Agency. Therefore, re-assignments of Vendor Coordinator duties must have individual Agency approval. After approval, a request for re-assignment of vendor duties is submitted, in writing (e-mail is fine) to the REE Vendor Coordinator (Alice Roache). Also, the required security forms must be sent to each Agency's respective security officer, to begin the process of assigning the ID and password to the new Vendor Coordinator.

If training is necessary, contact Alice Roache on, 301-504-1734 or aroache@ars.usda.gov

Each Vendor Coordinator is responsible for notifying the REE Vendor Coordinator of revised Vendor Coordinator information to update the REE Master Vendor Coordinator List. Therefore, if you are removed or assigned Vendor duties, contact Alice Roache (aroache@ars.usda.gov or 301-504-1734).

2. Who do I contact for Vendor questions?

Contact your designated Vendor Coordinator (see list below) or designated back-up. You may also contact the REE Vendor Coordinator, Alice Roache, at the above e-mail or phone number.

3. Who do I contact for other FFIS questions?

Contact your Budget/Finance personnel, SUSF Manager, or FFIS System Administrator. For ARS, you may also contact the ARS FFIS Help Desk on 301-504-4429.

4. What is the best way to avoid errors when entering a new Vendor Code.

First, verify the remittance address with the Vendor. Then search and make sure that the vendor is not already present on the Vendor Table with the remittance address that you need. Start with a clean screen. Some errors occur when adding a vendor when using a screen of that same vendor but with some different information, then not typing over or removing all unnecessary information in that screen. That is why it is best to start with a new screen in VEND. To do so, go to the "action" field and type "N", then enter the information for your new Vendor Code. When done, go back up to the "action" field and type "A" for add, and hit the enter key.

Reminder: When entering people (individuals not companies) use First Name, Middle Initial, and

Last Name (Joe E. Smith), in the VENDOR NAME field. Then use Last Name, followed by a comma, First Name, then Middle Initial in the VENDOR NAME XREF field (Smith, Joe E.).

5. I'm asked by the SUSF manager and/or procurement staff how to add an Alternate Payee Code?

This is not a Vendor question, so it is best to refer them to your Budget/Finance personnel, SUSF Manager, or FFIS System Administrator. For ARS, they may also contact the ARS FFIS Help Desk on 301-504-4429. However, you can share the following information with them:

Enter a batch modification to PRCH feeder documents to enter the Alternate payee.

From SUSF, put "S" in the "action" field

Put "NEW" in the Command field

on line 00 enter a batch number (G_, your SECI code and the Batch ID) and the feeder document number you wish to modify. Press Enter.

On the Gx document, enter today's date, an Action Code of M, the Accounting Period and under Alt Payee, please enter the Alternate Payee Code.

Once this is done, edit and run the document.

Once the document is accepted, your Vx documents should process.

6. I'm asked by the SUSF manager and/or procurement staff why the vendor hasn't been paid, how do I address this?

This is not a Vendor question, so it is best to refer them to your Budget/Finance personnel, SUSF Manager, or FFIS System Administrator. For ARS, they may also contact the ARS FFIS Help Desk on 301-504-4429. However, you can share the following information with them:

They should make sure that Vendor Invoices have the same VID as the award document. Also the Vendor invoice must have an invoice date, vendor invoice number, and an invoice log date.

Below is a listing of tables that are helpful to anyone researching payments in FFIS.

1. VXRF - this will give you all the transactions from that VEND Code. With that information you can obtain your Payment Voucher number. You may have to search by acceptance date (date accepted by FFIS) or total amount to get closer to the exact payment you are looking for. Remember this does not show payments which were paid under a contract/delivery order to a different vendor code than the one specified (Consult BRIO for contract number searches).

2, DXRF - in the search screen, you need to input the trans code and number you got off

the VXRF. This will show the MI that is being referenced and the amount that was attached to the transaction. This should match the amount approved for the particular invoice.

3. VXDD - in the search screen, you need to input the trans code and number you got off the VXRF. This will show the record type, FY, schedule number, and amount to be paid (p). If interest will be paid, it will be shown here as a separate line (i) and amount. The data you gather from this screen will be used in TSCL below.

4. PVHT - in the search screen, you need to input the vendor code, trans code and voucher number. This will show the header information for the specific payment voucher (PV) - voucher date, schedule date, and closed date and corresponding amounts. The header amount should be the total amount for the invoice.

5. PVLT - in the search screen, input the vendor code, trans code and voucher number. This will show the line information for the specific pv - log date (our date of acceptance), line amount, closed amount, disbursement amount. The disbursement amount will show the total amount, including any interest. The Ref Doc No line shows the MI that corresponds to this payment. You may have more than one line on a payment - the header will show the exact amount, and line pages should be printed until they total all the amount shown on the header.

6. TSCL- in the search screen, input the FY, Schedule Cat, Schedule Type, Schedule Number, Vendor Code, Payment Voucher TC and Number which came from the VXDD. This will show the line number, rec type (payment or interest), the payment amount, the check or EFT number, and a Y/N if it has been posted by Treasury. The great thing about this table is that you can tell your contractors exactly what the check or EFT number is, and the corresponding amounts. Everyone wants to know when they will get paid, and how much.

7. There have been times when looking up a non-government traveler, I don't see them in the system. However, when I go to add them, I get a error message that says ADD KEY FOUND, and I can not add the entry.

“ADD KEY FOUND” means that the entry is already in the system for another agency. A request with all the information (SSN, name, vendor type, address, etc) must be sent through the COMT.

8. When trying to look up a person who has travel orders, what does it mean when I receive an error message that says “Not Authorized Sec?”

This means that the social security number is already in the system as an employee for another Agency for which you do not have security access. The VEND Table is a common table used by all USDA agencies.

Remember that the number you put may not in the system and the system is defaulting to the next number. If that number belongs to an employee for another Agency you will get the same “Not Authorized Sec” error message. It is recommended that you try to add this vendor if you receive this message. If when adding you receive the error message “LINES NOT ADDED” send the entry information to be added thru the COMT Table at NFC.

9. What does it mean if you receive the error message “LINES NOT ADDED” when trying to add a new entry on the VEND Table?

It means that the entry you just tried to enter was not captured in the system and usually this error message is followed by other error messages. Try to correct the other errors on the screen if you are still unable to add the entry, send the entry information thru the COMT Table at NFC.

10. I sent a request through COMT over a week ago, but the change hasn’t been completed.

Be sure to always leave a contact name and phone number when you submitted your COMT request. That way NFC can contact you if they have any questions.

Remember it you the Vendor Coordinator’s responsibility to checked the submitted COMT sequence number in COMR table. You should check the COMR within the first couple days after submitting a COMT request. This is how NFC will respond to your request. COMR will state if the request was completed or if they need more information from you. It usually takes about two days for the record to be updated.

11. How do I get banking information in the system for a foreign vendor?

NFC’s Vendor Express Program is not available to foreign banks. Therefore, it will not be possible to include this information for that vendor, unless they have an account with a U.S. bank. If they have a U.S. bank refer them to the NFC by having them contact OCFO/NFC at 1-800-421-0323 and enroll in the Vendor Express Program.

12. Can I add banking information to a new vendor record?

The Vendor Coordinator can only add EFT banking information for non NFC pay rolled personnel. Which means they can not add EFT information for anyone employed by a USDA Agency. An example is when a traveler wishes to use an Alternate EFT address on a travel voucher and they work for a USDA Agency, send this request through COMT. Please refer to

the first FAQ, where using COMT and how vendors may establish an EFT address through NFC were discussed.

Vendor Coordinators may enter any other Federal Employee's or Supplemental Employee's EFT information only if the information has been submitted by the subject employee on the prescribed form which can be found in ARS Bulletin 02-303, "Vendor Coding for FFIS Travel and Other Payments." See No. 14 below for procedures on how to add Alternate EFT address.

13. How do I get a Utility Vendor's address changed? Can this be done in both UTVN and VEND without dual paperwork on the part of the Agency?

The NFC, FORB, Vendor Table Maintenance group, indicates that when the NFC Utilities group receives an AD-474 to change a vendor address, they update the Master File in UTVN. Once the Master File is updated in UTVN, the NFC Utilities group e-mails Eddie Malter to update the VEND table. The turnaround for updating both systems should be 24 hours max. due to the dual systems, but this may occur the same day. However, if the change has to occur prior to an eminent payment; i.e., close to the end of the month, then it would be prudent for the Agency to e-mail Eddie Malter directly to alert him that this change needs to be made in VEND, at the same time the AD 474 is sent to the NFC Utilities group.

14. How do I add a traveler's Alternate EFT address?

Please NOTE: For travelers please be sure that whomever is doing the travel form, that they follow the address information in Attachment G item 13, of the Vendor training book. Also they should follow Travel Bulletin 02-303, "Vendor Coding for FFIS Travel and Other Payments," and use the FFIS Vendor request form.

TRAVEL VOUCHER PAYMENT OPTIONS

There are five "Travel Voucher Mailing Address Options". The options are:

- 1. Salary Address*
- 2. T&A Contact Point*
- 3. Special Address*
- 4. Foreign Address*
- 5. Travel EFT Account.*

1. Salary Address

This requires no interaction with the Travel Voucher (XT) Document. The interface will create the XT document with the traveler's social security number as the vendor code in the format of "ssnE S". The payment will route to the same address or EFT as the traveler's salary payments that is established in VEND and NEMP.

2. T & A Contact Point

This option will create a check to be sent to the employee's T & A Contact Point. The interface will create the XT document with the traveler's social security number as the vendor code in the format of "ssnE T".

The first time this option is used for an employee, the T & A Contact Point address must be added to the VEND Table as "ssnE T." Send the request to add this special vendor code format along with the T & A Contact Point information to the VEND Table Group using COMT/COMR.

The NFC VEND Table Group will add the employee vendor code added. Once the new address is in VEND, run the document.

3. Special Address

This option allows a travel payment to be sent to a separate mailing address other than the residence, salary or T&A address.

This requires no interaction with the XT Document. The interface will create the XT document with the traveler's social security number as the vendor code in the format of "ssnE S". The XT will be coded to create a payment in the form of a check and will use the address listed on the travel voucher to populate the address field of the XT document.

Special address information entered in TRVL is placed on the FFIS transaction, but does not result in a VEND record/update.

4. Foreign Address

*The XT document will come from the interface with the traveler's social security number as the vendor code in the format of "ssnE Z." The first time this option is used for an employee, the foreign address must be added to the VEND Table as vendor code "ssnE Z." (REE is the only Agency that has the exception from the Vendor Manual which requires "ssnE O") **It is very***

important that the EFT address be verified with the traveler. Also very important is that the Vendor Code be entered in VEND before the voucher is processed.

If the employee has a Foreign Address and is a NFC pay-rolled employee send the request to add EFT information through COMT. Vendor Coordinators may add all other Alternate EFT requests that are submitted on the prescribed form which is part of the Travel Bulletin No. 02-303, "Vendor Coding for FFIS Travel and Other Payments."

Remember, the next time the employee chooses this option, the voucher will again come from the interface into FFIS with the vendor code as "ssnE Z." Therefore it is very important to be sure that the EFT address is still the same. So, verify with the traveler that the EFT address has not changed.

*If the employee has changed financial institutions since the previous transaction, contact the VEND Table Group (COMT) to correct the EFT information to the new account **before the voucher is processed.***

5. Travel EFT Account

*If you choose Travel EFT Account, the XT document will come from the interface with the traveler's social security number as the vendor code in the format of "ssnE Z." The first time this option is used for an employee, the EFT address must be added to the VEND Table as "ssnE Z." (REE is the only Agency that has the exception from the Vendor Manual which requires "ssnE O") **It is very important that the EFT address be verified with the traveler and entered in VEND before the voucher is processed.***

If the employee is a NFC pay-rolled employee send the request to add EFT information through COMT. Vendor Coordinators may add all other Alternate EFT requests that are submitted on the prescribed form which is part of the Travel Bulletin No. 02-303, "Vendor Coding for FFIS Travel and Other Payments."

Remember, the next time the employee chooses this option, the voucher will again come from the interface into FFIS with the vendor code as "ssnE Z." Therefore it is very important to be sure that the EFT address is still the same. So, verify with the traveler that the EFT address has not changed.

*If the employee has changed financial institutions since the previous transaction, contact the VEND Table Group (COMT) to correct the EFT information to the new account **before the voucher is processed.***

15. I can only see employee's for my Agency (ARS, CSREES, ERS or NASS). How can I tell if this travelers works for another USDA Agency?

You generally will not be able to tell if they work for another USDA Agency, unless they tell you. If you are not sure, please call on of the following FFIS Table Maintenance Staff Members to search the payroll database.

*Eddie Malter - 504-255-6122
Julia Murphy - 504-255-4414
Carolyn Lewis - 504-255-4214
Greta Walker - 504-255-4410*

16. Who are the other Vendor Coordinators and what do I do if my Vendor Coordinator is not available?

The other Vendor Coordinators for REE are listed below. If your Vendor Coordinator is not available, contact the following:

ERS, CSREES, and NASS -

- 1. Contact the REE Vendor Coordinator (Alice Roache),*
- 2. Contact another Vendor Coordinator within your Agency to assist you,*
- 3. Contact your systems administrator,*
- 4. E-mail or Fax Eddie Malter with the information.*

*ARS- 1. Contact the REE Vendor Coordinator (Alice Roache),
2. Contact another Vendor Coordinator in ARS to assist you,
3. Fax or E-mail Eddie Malter with the information. Eddie's E-mail address is listed on our GroupWise address list.*

VENDOR COORDINATOR LIST

Organization	Name	Phone Number
ARS, AFM		
PPD, PB	Alice Roache (REE Vendor Coordinator)	301-504-1734
FMD, TRSB	Al Walker	301-504-4400
	Laura Bailey	202-720-8505

FMD, FOB	Tracy Darbo	301-504-1280
FD	Regina Herchak	301-504-1179
	Darleen Masten	301-504-1183
PPD, CB	Terry Knight	301-504-1737
PPD, PPB	Sheila Tucker	301-504-1749
	Kathy Newton	202-720-7478
EAD	Sherri Carroll	301-504-1144
	Debbie Watson	301-504-4411
ARS, BA	Nancy Gatdula	301-504-6106
	Angela Bianco	301-504-5548
ARS, NAA	Eileen Dolfman	215-233-6551
	Joyce Hamilton	215-233-6689
ARS, NAL	Tiajuana Sizemore	301-504-7693
	Shannon Lawrence	301-504-7524
ARS, NPA	Linda Sundstrum	970-229-5526
	Stew Penrod	970-229-5571
ARS, MSA	Robin W. Jordan	662-686-5256
	Dianne Burchfield	662-686-5388
ARS, MWA	Bob Miller	309-681-6625
	Lisa Gettinger	309-681-6629
ARS, PWA	Debby Cummings	510-559-6020
	Charles Myers	510-559-6010
ARS, SAA	Dorothy Buckman	706-546-3492
	Christopher Sherlock	706-546-3192
ARS, SPA	Freida Williams	979-260-9491
	Anduin Jaster	979-260-9475

ERS	Alvin Dixon	202-690-5108
ERS	Toshiro Settles	202-694-5471
NASS	Joan Cooper	407-648-6011
NASS	Pat Jones	608-224-4829
NASS	Rosemary Randall	360-902-1940
NASS	Gail Spain	360-902-1940
NASS	Trish Brechtel	202-720-0199
NASS	Amy Curtis	202-720-3184
CSREES	Angel Spates	202-720-3536
CSREES	Laura Bailey (Travelers only)	202-720-8505
CSREES	Kimberly Hall	202-720-3279